

EMPLOYMENT OPPORTUNITY

Regulatory Administrator

Surge Energy Inc. is an oil focused E&P company that has a high-quality crude oil reserve, production and cash flow base. Surge has elite, operated properties characterized by large OOIP crude oil reservoirs with low recovery factors, over 950 net low risk development locations providing over 14 years of drilling inventory, and numerous high quality waterflood opportunities. Surge's management team has initiated an orderly, on-going risk management/hedging program designed to maintain the balance sheet. Surge's common shares trade on the Toronto Stock Exchange under the symbol SGY.

Surge is currently accepting applications for the position of **Regulatory Administrator**.

This position will report to the Asset Retirement & Regulatory Coordinator and will provide support to the Regulatory, Safety & Environment team. The Regulatory Administrator will be accountable for data entry for regulatory reporting in DDS and IRIS, tracking project costs and invoice review, fielding inquiries in the general regulatory inbox, and maintaining regulatory documentation and reporting.

Additional Responsibilities Include:

- Entering DDS and IRIS notifications and submissions
- Creating AFEs and working with accounting on tracking monthly accruals
- Creating jobs, amending projects, uploading files and running reports in Petrosight
- Pulling well tickets and other data for third party vendors
- Assisting with monthly reporting for regulatory and site closure projects
- Maintaining regulatory data in electronic and physical well files

Qualifications:

- A technical certificate or diploma related to the Energy industry is preferred
- Candidates should have familiarity with Oil and Gas operations, site closures and the Alberta and Saskatchewan regulatory bodies
- Previous experience in a similar role at an Energy E&P Company or Service Provider an asset
- Exposure to or experience working with DDS and IRIS is a strong qualification
- Excellent organizational, attention to detail, interpersonal and communication skills are essential to the role.
- Proficiency in Microsoft Excel is a key requirement

Interested candidates should forward a resume, prior to May 13, 2022 to hr@surgeenergy.ca

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Attention: Tori Bannon, Human Resources Advisor